

Set Designer – Recreation Services Assistant III

THE CITY

Located near the southern tip of the San Francisco Bay between Fremont and San Jose, the City of Milpitas is forty-five miles south of San Francisco. With a population of approximately 65,000, Milpitas is a progressive community that is an integral part of the high tech Silicon Valley. Milpitas features quality schools, conveniently located neighborhood parks and shopping centers, and a population rich in diversity.

THE DIVISION

Recreation Services provides opportunities to our residents that strengthen community image and sense of place, support economic development, promote health and wellness, foster human development, increase cultural unity, facilitate solutions to community needs, and provide recreational experience while preserving and enhancing our city resources.

THE POSITION

This is a part – time benefited position. The position is budgeted for 30 hours per week with flexible hours occurring during regular business day, and will work evening, weekends, and holidays as needed. The work scheduled is to be determined by mutual agreement with the supervisor.

Examples of Duties - duties may include, but are not limited too, the following:

- Plan and organize recreational activities for assigned area of responsibility.
- Assist in directing work of assigned volunteers and recreation leaders.
- Organize and lead groups in a particular recreational activity.
- Maintain supplies and equipment as needed.
- Assist in maintaining program records.

- Maintain discipline and encourage observance of required safety precautions.
- Plan, organize and coordinate construction of theatrical sets for Rainbow Theater.
- Assist Director in coordinating efforts of volunteers and other recreational services personnel.
- Perform administrative work as assigned by Rainbow Theater Director.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Experience:

Two - year degree in theatre and/or scenic design from an accredited college or university. One-year of working experience in theatrical /design settings.

Knowledge of and ability to:

- Demonstrate proficiency in area of specialty.
- Instruct others in area of specialty.
- Plan and organize program elements.
- Communicate and work effectively with the public.
- Establish and maintain program procedures and policies.
- Keep and maintain program records.
- Work independently and exercise good judgment.
- Theatrical Design.
- Carpentry.
- Proper usage and safety procedures for theatrical tool.

Certificates:

Specified positions may require possession of a valid California driver license.

Certification in the following areas is required within six months of appointment and must be kept current throughout employment:

- American Red Cross First Aid
- American Red Cross CPR.

SPECIAL REQUIREMENTS

Essential duties require the following physical abilities and work environment: Work is performed in an office / recreational setting; will be exposed to the elements and sits, stands, walks, kneels, crouches, twist, reaches, bends, crawls, and grasp; must be able to lift, carry, push, pull, drag equipment weighting 50 lbs.; climbing ladders up to 20 feet in height with lighting instrument in hand; driving large truck on city street and freeways.

SELECTION PROCESS

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that will consist of an oral board interview. Candidates who successfully pass the selection process will be placed on an eligibility list. All candidates will be advised of their status once a finalist has been selected.

TO APPLY

Submit a completed City of Milpitas application, a Supplemental Questionnaire, and a resume, detailing relevant education, training, and experience to:

***City of Milpitas
Human Resources Department
455 E. Calaveras Blvd.
Milpitas, CA 95035***

An application and a complete job description are available on the City of Milpitas website: www.ci.milpitas.ca.gov (under Employment, Job Specs) or call Human Resources at (408) 586-3090.

The City reserves the right to close or re-open the recruitment at any time.

Incomplete and/or inaccurate application materials may result in disqualification from the examination process.

SALARY AND BENEFITS

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|-----------------------------------|---|
| Hourly Salary | \$17.47 - \$21.24 (Employee pays 8% PERS contribution) |
| Retirement | CalPERS 2.7% at 55 plan, with single highest year. |
| Health Insurance* | Multiple plans. |
| Dental* | City paid. |
| Vision Insurance* | City paid. |
| Life, LTD and STD* | City paid \$50,000 life insurance. Long and short-term disability coverage. |
| Sick Leave* | 12 days per year. |
| Vacation* | 11 days per year to a maximum of 31 days per year. |
| Holidays* | 13 days per year. |
| Deferred Compensation (457 Plan)* | \$900 per year, City paid. |
| Flexible Spending | Pre-tax health care and dependent day care expense accounts |

***Eligible for benefits on a pro-rata of budgeted hours.**

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.

City of Milpitas
455. E. Calaveras Blvd.
Milpitas, CA 95035

**The City of Milpitas
California**



**Announces a
job opening for**

SET DESIGNER

**Recreation Services Assistant III
(PART-TIME 30 Hours per Week)**

Salary:
\$ 17.47 - \$ 21.24 per Hour
(Employee pays 8% PERS contribution.)

OPEN UNTIL FILLED